

1 **INDIANA UNIVERSITY KOKOMO**
2 **FACULTY SENATE BYLAWS**

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41 **1. Structure of Faculty Committees**

42 **1.1 Standing and Special Committees**

43 The Faculty Senate shall have standing committees as set forth in these Bylaws. The Faculty
44 Senate may from time to time establish special committees. The Faculty Senate shall charge
45 every special committee with well-defined tasks to be completed within a specified period of
46 time. The committee shall report to the Faculty Senate by the time specified and shall be
47 discharged.

48

49 **1.2 Composition of Committees**

50
51 Faculty Committees shall be composed as follows: the Library, the Division of Allied Health, the
52 School of Business, the School of Education, the School of Nursing, and the School of Sciences
53 shall have one representative each; the School of Humanities and Social Sciences shall have two.
54 Anyone who is a faculty member without an administrative appointment* or a half-time
55 instructional appointee holding Indiana University appointment to the rank of Lecturer or above
56 shall be eligible to serve as a representative on any faculty committee. One member of the
57 committee shall also be an elected member of the Faculty Senate. Any faculty committee may, at
58 its discretion, invite members of the Indiana University Kokomo community to participate in its
59 deliberations. Only faculty members elected to a committee, as provided for in this Section, may
60 vote.

61 A representative from each academic unit shall be elected by majority vote of faculty members
62 of the unit. Two-thirds of faculty members of the unit shall constitute a quorum for the purpose
63 of electing representatives to faculty committees. If a vacancy should occur, it is the
64 responsibility of the unit wherein the vacancy occurs to elect a member to complete the
65 unexpired term.

66 Members of standing committees shall serve two-year staggered terms with half the committee
67 elected each year. This is to ensure continuity and consistency in the use of criteria and
68 procedures. The term of office of new members of standing committees shall commence on the
69 first day of July following their election. For new committees, at least half the members shall be
70 elected for a one-year term. Members of special committees shall serve until the committee is
71 discharged.

72 **1.3 Faculty Committee Chairpersons**

73 The President of the Faculty Senate shall appoint a chairperson of each faculty committee for
74 one year. The appointment shall be subject to ratification by a majority of voting members of the
75 faculty committee.

76 The chairperson of a faculty committee shall file a copy of the faculty committee's minutes or a
77 written summary of the activities of the faculty committee with the secretary of the Faculty
78 Senate by the first day of June each year.

79 **1.4 Quorum for Faculty Committees**

80 A majority of voting members of a faculty committee shall constitute a quorum for the
81 conducting of all faculty committee business.

82

83 **2. Nominations and Elections**

84 **2.1 Officers and Representatives**

85 The Faculty Senate shall have officers, as provided in the Constitution, and representatives, as
86 provided in these Bylaws, assigned to specific tasks on behalf of the faculty. Faculty members
87 without administrative appointments shall be eligible to serve as officers and representatives of
88 the Faculty Senate. No faculty member shall be elected to more than one office. Elected officers
89 and representatives shall serve for one year and assume their duties on the first of July.

90 **2.2 Nominating Committee**

91 The Faculty Senate shall have a Nominating Committee. Notwithstanding Bylaws Section 1.2,
92 the Nominating Committee shall be composed of five (5) members appointed by the President of
93 the Faculty Senate. There shall be no more than one member from each academic unit. The
94 appointment shall be ratified by majority vote of the Faculty Senate.

95 The Nominating Committee shall submit ~~the at least two~~ names of the newly elected members of
96 the Faculty Senate ~~as of at least two~~ nominees for each of the positions of Faculty Senate Officers
97 and Representatives. The Nominating Committee shall submit the names of nominees for the
98 Board of Review, as provided in these bylaws.

99 **2.3 Elections**

100 A list of the Nominating Committee's nominees for Faculty Senate Officers, Board of Review,
101 and Affirmative Action Liaison shall be included on the agenda for ~~the Faculty Senate meeting a~~
102 special session at which the election will occur of the incoming Faculty Senate in April. The
103 elections shall take place no later than the first of April. The ~~presiding officer~~ outgoing Faculty
104 Senate President shall call for nominations from the floor. The Nominating Committee shall
105 distribute ballots for voting and shall tabulate the votes and certify the results to the President. A
106 majority of votes by those present shall be necessary for election of officers and the Affirmative
107 Action Liaison, and voting shall continue until a majority is reached. Procedures and rules for
108 electing Board of Review members are specified in Bylaws Section 3.14.

109 In the event the office of President becomes vacant, the Vice President shall assume the
110 Presidency. In the event of other vacancies for officers or Board of Review members, the
111 Nominating Committee shall nominate new candidates. Elections shall be held within two
112 months after the vacancy occurs and those elected shall assume their duties immediately.

113

114 **3. Faculty Standing Committees**

115 **3.1 Agenda Committee**

116 The Faculty Senate shall have an Agenda Committee. Notwithstanding Bylaws Section 1.2, the
117 Agenda Committee shall be composed of the officers of the Faculty Senate. Notwithstanding
118 Bylaws Section 1.3, the President of the Faculty Senate shall be chairperson of the Agenda
119 Committee.

120 The Agenda Committee is the "administrative committee" of the Faculty Senate. It is responsible
121 for the proper functioning of the faculty government. Normally problems and proposals should

122 first be considered by this committee before being referred to the Faculty Senate or, if necessary,
123 to a standing or special committee.

124
125
126

3.2 Faculty Affairs Committee

127 The Faculty Senate shall have a Faculty Affairs Committee. Notwithstanding Bylaws Section
128 1.3, the Vice President of the Faculty Senate shall be chairperson of the Faculty Affairs
129 Committee, and will be a non-voting member unless he or she is the only member from his or
130 her unit. Membership of the Faculty Affairs Committee shall not overlap the Educational
131 Policies Committee membership.

132 The Faculty Affairs Committee shall be responsible for recommending to the Senate policies and
133 procedures dealing with faculty promotion, tenure, dismissal, salaries, sabbatical leaves, course
134 loads, academic freedom, faculty conduct and other appropriate matters relating to faculty
135 affairs.

3.3 Admissions Committee

137 The Faculty Senate shall have an Admissions Committee. Notwithstanding Bylaws Section 1.2,
138 the Admission Committee shall be composed of three (3) to five (5) faculty members appointed
139 by the President of the Faculty Senate. There shall be no more than one member from each
140 academic unit. The Admissions Committee shall be responsible for making final determinations
141 on student requests for exceptions from admissions policies, and on requests for admission as
142 probationary students, in a manner consistent with the University policy.

3.4 Educational Policies Committee

144 The Faculty Senate shall have an Educational Policies Committee. Notwithstanding Bylaws
145 Section 1.2, faculty members with administrative appointments are eligible to serve on this
146 committee. Membership of this committee shall not overlap the Faculty Affairs Committee
147 membership. The Educational Policies Committee is responsible for recommending to the
148 Faculty Senate policies and procedures dealing with student academic affairs.

149 Duties of the Educational Policies Committee are:

- 150
- 151 ▪ To approve or disapprove new undergraduate courses at Indiana University which are
152 initiated at Indiana University Kokomo.
 - 153 ▪ To approve or disapprove proposed changes in currently offered undergraduate courses at
154 Indiana University Kokomo which require submission of the Course Change Request
155 Form.
 - 156 ▪ To evaluate and submit to Faculty Senate, for action on all new undergraduate degree
157 programs as well as changes in currently existing degree programs which impact more
158 than one division.
 - 159 ▪ To reevaluate periodically Indiana University Kokomo undergraduate degree programs,
specific courses, and/or degree requirements.

- 160 ▪ To screen for submission to the Faculty Senate at Indiana University Kokomo any new
161 undergraduate degree program from another university that is to be offered at Indiana
162 University Kokomo and which intends to use Indiana University undergraduate courses
163 taught by Indiana University faculty in their role as Indiana University faculty as part of
164 the curriculum of the degree program. The determination is whether it is appropriate to
165 offer the undergraduate degree program at Indiana University Kokomo, and it is
166 recognized that the university awarding the undergraduate degree not Indiana University
167 Kokomo is responsible for the curriculum of the degree program.
168 ▪ Coordinate with the Graduate Programs Committee concerning any issues that include
169 both graduate and undergraduate courses and degree programs.

170 **3.5 Budgetary Affairs Committee**

171 The Faculty Senate shall have a committee on Budgetary Affairs. Notwithstanding Bylaws
172 Section 1.3, the President of the Faculty Senate shall be chairperson of this committee, and will
173 be a non-voting member unless he or she is the only member from his or her unit.

174 The faculty Budgetary Affairs Committee shall act as the representative of the Faculty Senate in
175 offering its continuing advice and recommendations to the Administration on all aspects of the
176 Indiana University Kokomo budget. It shall be involved in the ongoing budget-making process,
177 working closely with the Administration to ensure that the funds available are expended in such
178 a manner that will enhance the academic and economic well-being of the campus. In order to
179 carry out this task, the Committee should have at its disposal all relevant documents and
180 information.

181 Specifically, the Committee shall consider and make recommendations to the Administration on
182 the following issues:

- 183 ▪ The allocation of funds for new programs or reallocation of funds for existing programs.
184 ▪ The priorities in capital spending for the campus.
185 ▪ The general salary policies for the faculty.
186 ▪ Any serious financial situations of the University that require special action, including a
187 state of financial exigency.

188 The Committee shall report regularly to the Faculty Senate on its activities, including any
189 recommendations made to the Administration.

190 **3.6 Administrative Review Committee**

191 The Faculty Senate shall have a campus-wide Administrative Review Committee. The first
192 meeting of the campus-wide Administrative Review Committee shall take place before the first
193 day of October each year. The campus-wide Administrative Review Committee shall be
194 responsible for establishing, implementing and monitoring the guidelines and procedures for
195 faculty review of administrators at both the campus level and at the department/division level,
196 subject to approval by action of the Indiana University Kokomo Faculty Senate.

197 **3.7 Honorary Degree Committee**

198 The Faculty Senate shall have an Honorary Degree Committee. Notwithstanding Bylaws Section
199 1.2, faculty members with administrative appointments are eligible to serve on this committee.

200 The Honorary Degree Committee shall consider candidates for an honorary degree from Indiana
201 University Kokomo. If approved by majority vote of the committee, the candidate's name is sent
202 to the University Faculty Council Honorary Degree Committee, which is the next step in the
203 approval process for honorary degrees from Indiana University.

204 **3.8 Assessment Committee**

205
206 The Faculty Senate shall have a campus Assessment Committee. Notwithstanding Bylaws
207 Section 1.2, faculty members with administrative appointments are eligible to serve on this
208 committee; however, no more than one-half (1/2) of the Committee shall be comprised of faculty
209 members with administrative appointments. The Assessment Committee will work with the
210 campus Assessment Director to conduct and oversee assessment activities at Indiana University
211 Kokomo.

212
213 Ultimate responsibility for conducting assessment at Indiana University Kokomo rests with the
214 faculty. The Assessment Committee will work with the Assessment Director and with the faculty
215 who conduct assessment in their units in order to ensure that assessment is conducted
216 systematically and on a continuous basis. Administration of assessment will be overseen by the
217 Office of Academic Affairs in coordination with the Assessment Director.

218
219 The Assessment Director, working closely with the Assessment Committee, will prepare an
220 annual report on assessment activities at Indiana University Kokomo and this report will be
221 communicated to the Vice Chancellor for Academic Affairs, the president of the Faculty Senate,
222 and all faculty by the final Senate meeting of each academic year. The report will highlight
223 strengths and weaknesses in current assessment efforts and recommend improvement, if
224 necessary. When necessary, the report will highlight apparent problems in academic programs
225 revealed by the assessment data.

226 227 **3.9 Promotion and Tenure Committee**

228 The Faculty Senate shall have a campus Promotion and Tenure Committee. Notwithstanding
229 Section 1.2, faculty members without tenure may not be elected to the Campus Promotion and
230 Tenure Committee and if all the tenured faculty members in any unit have an administrative
231 appointment, a tenured faculty member with administrative appointment may represent that unit
232 on the promotion and Tenure Committee provided that the person's administrative position does
233 not make a separate recommendation on promotion or tenure of a candidate from that unit. The
234 Vice Chancellor for academic affairs may participate as an ex-officio, nonvoting member of the
235 committee to manage the paper work and to clarify policies and procedures. This committee
236 shall be responsible for reviewing the dossiers of candidates for promotion or tenure in a manner
237 consistent with the Indiana University Faculty Handbook and any criteria the Faculty Senate
238 establishes for promotion and tenure.

239 **3.10 Calendar Committee**

240 The Faculty Senate shall have a Calendar Committee. The composition of the Committee shall
241 be based on Bylaws Section 1.2 with the addition of four ex-officio members (one non-voting
242 representative each from Academic Affairs, the Registrar, the Student Body, and Purdue
243 Programs). The Committee shall meet each year to address the following duties and
244 responsibilities:

- 245 A. Periodically review the Indiana University Kokomo Calendar Principles and recommend
246 changes to Faculty Senate.
- 247 B. Ensure that all proposed Indiana University Kokomo Calendars are consistent with other
248 IU campuses and the all-campus guidelines provided by UFC.
- 249 C. Prepare specific calendars to recommend to Faculty Senate. Each year a rolling five-year
250 calendar should be presented for approval.

251 **3.11 Research Affairs Committee**

252 The Faculty Senate shall have a committee on Research Affairs. Notwithstanding Bylaws 1.2,
253 the Faculty Senate President shall choose a minimum of 3 members from different academic
254 units. Its primary goal is to improve the environment for research at Indiana University Kokomo.

255 The committee shall:

- 256 ▪ periodically review research policies and procedures of the Faculty Senate,
- 257 ▪ draft revisions when necessary, and
- 258 ▪ Provide interpretations about these policies and procedures when questions arise.

259 The committee is responsible for recommending to the Faculty Senate policies and procedures
260 dealing with research. The committee shall coordinate its activities with other relevant
261 committees and communicate adopted policies and procedures dealing with research to the
262 administration through the Vice Chancellor for Academic Affairs.

263 **3.12 Graduate Programs Committee**

264 The Faculty Senate shall have a Graduate Programs Committee. Notwithstanding Bylaws
265 Section 1.2, faculty members with administrative appointments are eligible to serve on this
266 committee and each academic unit currently granting graduate programs shall choose one
267 graduate faculty member to serve on the committee. Membership of this committee shall not
268 overlap the Faculty Affairs Committee membership. The Graduate Programs Committee is
269 responsible for recommending to the Faculty Senate policies and procedures dealing with
270 graduate student academic affairs.

271 Duties of the Graduate Programs are:

- 272 ▪ To approve or disapprove new graduate courses at Indiana University which are initiated
273 at Indiana University Kokomo.
- 274 ▪ To approve or disapprove proposed changes in currently offered graduate course at
275 Indiana University Kokomo which require submission of the Course Change Request
276 Form.

- 277 ▪ To evaluate and submit to Faculty Senate, for action on all new graduate degree programs
278 as well as changes in currently existing graduate degree programs which impact more
279 than one division.
280 ▪ To reevaluate periodically Indiana University Kokomo graduate degree programs,
281 specific courses, and/or degree requirements.
282 ▪ To screen for submission to the Faculty Senate at Indiana University Kokomo any new
283 graduate degree program from another university that is to be offered at Indiana
284 University Kokomo and which intends to use Indiana University graduate courses taught
285 by Indiana University faculty in their role as Indiana University faculty as part of the
286 curriculum of the degree program. The determination is whether it is appropriate to offer
287 the graduate degree program at Indiana University Kokomo, and it is recognized that the
288 university awarding the graduate degree not Indiana University Kokomo is responsible
289 for the curriculum of the degree program.
290 ▪ Consult with and advise the Vice Chancellor of Academic Affairs on issues of concern to
291 the graduate faculty.
292 ▪ Coordinate with the Educational Policies Committee concerning any issues that include
293 both graduate and undergraduate courses and programs.

294 **3.13 Distance Education Committee**

295
296 The Faculty Senate shall have a Distance Education Committee. Notwithstanding Bylaws
297 Section 1.2, faculty members with administrative appointments are eligible to serve on this
298 committee; however, no more than one-half (1/2) of the Committee shall be comprised of faculty
299 members with administrative appointments. The Distance Education Committee is responsible
300 for recommending to the Faculty Senate policies and procedures dealing with hybrid and online
301 courses.

302
303 This committee represents the IU Kokomo Faculty Senate and administrative interests in courses
304 and programs of distance education, including those that involve collaboration with other
305 campuses and institutions. The Committee coordinates its activities with those of the IU
306 Kokomo IT Department, the Center for Teaching, Learning, and Assessment, The Education
307 Policies Committee, the Library, and individual schools. The Committee considers all matters
308 relating to institutional accreditation guidelines as well as online education initiatives encouraged
309 by IU system-wide.

310
311 **3.14 Board of Review**

- 312 1. Notwithstanding Sections 1.2. and 1.3, the Board of Review shall be constructed and
313 elected according to this section of the Bylaws.
314 2. Composition of the Board of Review:
315 a. The Board shall consist of five members, at least three of whom are tenured.
316 b. Faculty members with administrative appointments* shall not be eligible to serve
317 on the Board of Review.
318 3. Members shall serve staggered two year terms. Three shall be elected in odd-numbered
319 years, two in even-numbered years.
320 4. Elections shall take place by April 1, and shall coincide with the election of the Faculty
321 Senate officers.

- 322 5. Terms of service shall begin July 1 after the election.
323 6. A member whose term expires shall complete the review of any case he or she has begun
324 to consider.
325 7. Elections shall be conducted using the following procedure:
326 a. The Nominating Committee of the Faculty Senate shall nominate nine faculty
327 members, at least five of whom are tenured.
328 b. The presiding officer shall call for nominations from the floor.
329 c. The Nominating Committee shall distribute ballots for voting and shall tabulate
330 the votes and certify the results to the President. Each faculty member present for
331 the election shall vote for up to five nominees.
332 d. The highest vote recipients shall become Board of Review members. If a
333 particular faculty member's election would result in the violation of section
334 3.14.2, the next highest vote recipient whose election does not result in such a
335 violation shall become a Board member.
336 e. The remaining nominees shall be listed as alternates in the order of votes
337 received. In the case of a tie vote, re-election will take place between the involved
338 nominees until the tie is broken.
339 8. Once the Board of Review is elected, the ratio of tenured members shall remain constant
340 during that term of office.
341 9. Whenever a vacancy occurs on the Faculty Board of Review, the faculty shall elect a
342 member to fill the vacancy.
343 10. A member of the Faculty Board of Review shall be disqualified from hearing or
344 investigating a case whenever the member has participated in a prior decision on that
345 case, if they are a member of the aggrieved party's School, Division, or in the case of
346 HSS, their department, or when that member believes he or she cannot render an
347 impartial judgment. Whenever a disqualification creates a vacancy, the individual
348 receiving the next highest number of votes in the previous election, observing the proper
349 requirements of Section 3.14.2, shall serve on this particular Board case. If the list of
350 names on the most recent election ballot has been exhausted, a new election will be
351 called.
352 11. The Petitioner may choose a resource person. The resource person is permitted to enter
353 into the deliberations of the Board but is not permitted to vote.
354 12. The chairperson of the Faculty Board of Review shall be nominated by the president of
355 the Senate and confirmed by its voting members its voting members.
356 13. The procedures for the handling of grievances by the Board of Review shall be approved
357 by the Faculty Senate.

358 **4. Faculty Senate Representatives**

359 **4.1 All-University Faculty Council Representatives**

360 The President (or President-elect) shall serve as a representative to University Faculty Council.
361 The Faculty Senate shall also elect faculty members as faculty representative(s) of this campus to
362 the Indiana University Faculty Council. Notwithstanding Bylaws Section 2.1, the term of office
363 of representatives to the University Faculty Council shall commence on the first of April.

364 **4.2 Affirmative Action Faculty Liaison**

365 The Faculty Senate shall elect an Affirmative Action Faculty Liaison who will work with search
366 and screen committees to ensure affirmative action guidelines are met. If the Affirmative Action
367 Officer is a faculty member without administrative appointment, then the Faculty Senate may
368 choose to have this person serve as a Faculty Liaison also.

369 **5. Meetings**

370 **5.1 Participation**

371
372 **All faculty members who are not elected representatives are invited to participate as non-voting**
373 **members of the Faculty Senate.**

374 **5.1.2 Motions**

376 All business matters requiring disposition by motion of the Faculty Senate should be submitted
377 in writing to the Agenda Committee at least five days prior to the meeting at which they will be
378 considered.

379 **5.2.3 Reports**

380 All faculty committee reports should be submitted in writing to the Secretary of the Faculty
381 Senate prior to the meeting at which such reports are to be given.

382 **5.3.4 Voting**

383
384 Where possible, voting should take place in the Senate's regularly held meetings. Under unusual
385 circumstances, votes may take place by electronic ballot, as determined by the Indiana
386 University Kokomo Faculty Senate Agenda Committee. The motion and ballot must be
387 distributed to all voting faculty at least two weeks prior to the close of voting. For purposes of
388 electronic voting, a quorum is reached if a majority of all eligible Senate members have cast a
389 vote by the predetermined deadline.

390
391 In accordance with Indiana University Kokomo Senate Constitution 6.2, Amendments to the
392 Constitution require a 2/3 majority of the entire faculty. Per Robert's Rules of Order,
393 amendments to the Bylaws require a 2/3 majority of votes cast. All other voting items require a
394 simple majority to be passed.

395 **5.4.5 Adjournments**

397 If the scheduled agenda is not disposed of by sixty (60) minutes after the start of the meeting, the
398 meeting in-progress should be recessed to a specified time indicated by the Agenda Committee.
399 At the continuation meeting the unfinished business shall be the first order of business. Sixty
400 (60) minutes after the start of a meeting, then, no further business shall be in order except a
401 motion to adjourn - unless, of course, the rules be suspended.

402 Notes

403 * Administrative appointment: For Senate purposes, administrative appointments include the
404 directors or chairs of the academic units listed in Section 1.2 and the supervisors of these
405 directors/chairs. These include the department chairpersons in the School of Humanities and
406 Social Sciences, deans, vice chancellors, assistant vice chancellors, and chancellor.

407 Amended April 18, 2016; April 20, 2015; February 23, 2015; January 26, 2015; September 8,
408 2014; April 22, 2013; November 19, 2012; March 26, 2012; February 21, 2011; March 8, 2010;
409 October 20, 2008.

410 Ratified by the Indiana University Kokomo Faculty Senate, April 28, 1997.

411 Revised by the Indiana University Kokomo Faculty Affairs Committee (1996-97), April 28,
412 1997.

413 Ratified by the Indiana University Kokomo Faculty Senate, April 29, 1996.

414 Revised by the Indiana University Kokomo Faculty Affairs Committee (1995-96), March 5,
415 1996.